

CHILDREN'S FOSTER CARE (FC) CASE READING

Michigan Department of Human Services

FC Case Name:		Reviewed by:	
Case Number:		Permanent Ward?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child's DOB:		Date Read:	
FC Worker Name:		ISP <input type="checkbox"/> USP <input type="checkbox"/> Both <input type="checkbox"/> PWSP <input type="checkbox"/>	
Private Child Placing Agency (if applicable):			

Return Corrections By:		Date Corrections Completed:	
		Worker's Initials:	

Date Placed in FC:		Federal Permanency Planning Goal:	
Months in Care:		State Permanency Planning Goal:	
Placement type:		Expected Date of Completion: (R. 12418)	

Date of Adjudication:		Date of Dispositional Hearing:	
Last Court Hearing Date:		Copy of most recent court order:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Court Hearing Type:		Court Review Hearings held timely (every 90 days):	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Permanency Planning Hearing held within one-year after placement:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Scoring Key: 1 = Yes, completed per policy. 2 = No, required but not completed. 3 = No, required and completed but not per policy. 4 = Not applicable or not required. Any score of 3 must be accompanied with comments explaining the reasons for the score and corrective action needed.

	Score	Comments
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I.	Transfer to Foster Care	Received within 5 days? Y/N
	1. CPS SWSS electronic transfer 5-day packet (R. 12404)	
	2. CPS Initial Service Plan	
	3. Risk Assessment	
	4. Needs Assessment	
	5. Safety Assessment	
	6. Investigation Report	
	7. Petition	
	8. Placement Order	
	9. Medical Authorization Card (DHS-3762)	
	10. <i>Relative Caregiver Resources and Responsibilities</i> (Publication 457) given to relative, if applicable	
	11. SWSS generated notice to FIS/ES worker	
	12. Notification of initiated/scheduled parenting time	
	13. Current photograph of child with	

date included		
14. If supervised by a private child placing agency, was the 5-day packet provided to that agency?		

II. American Indian Children		Is the child American Indian ? Y/N/Pending
	Score	Comments
1. Is this child placed with an American Indian family or according to the Foster Care Placement Preference for American Indian Children?		
2. Has the worker notified the child/parent's tribe or Bureau of Indian Affairs of the child's placement in foster care? (DHS-120)		
3. Is the worker providing "Active Efforts" to the family?		
4. In SWSS FAJ, has the worker correctly coded the child as American Indian and identified his/her Tribal affiliation?		
5. Does the service plan ensure that the unique characteristics (traditions) of the child's family and tribe are addressed?		
6. Does the care provider support these traditions?		

III. Initial Service Plan (R. 12418)		
Date signed by worker:		Date Completed:
Date signed by supervisor:		Completed within 30 days? Y/N
	Score	Comments
A. Family Strengths and Needs Assessment		
1. Completed for each parental household		
2. Are the top three needs (barriers) and strengths for the parental caretakers identified?		
3. Score accurately reflects the definition provided in policy		
B. Children's Strengths and Needs Assessment		
1. Completed for each child		
2. Are the top three needs and strengths for the children identified?		
3. Each child, age 14 and older assessed for independent living needs?		
4. Score accurately reflects the definition provided in policy		
C. Treatment Plan/Service Agreement for Adults, Children and Caretakers		
1. Are the top three barriers identified in the FANS addressed for each parental household in the treatment plan?		
2. Are the top three priority needs for each child addressed in the treatment plan?		
3. Identified strengths incorporated into treatment plan		

4. Are the expected outcomes, time frames and the person(s) responsible identified, along with who is responsible for each service activity? (R. 12418)		
5. Did the worker involve the mother in development of the service plan, if appropriate? If yes, is there documentation to support the involvement such as the mother's signature and documentation in the Social Work Contacts? (R. 12418)		
6. Did the worker involve the father in development of the service plan, if appropriate? If yes, is there documentation to support the involvement such as the father's signature and documentation in the Social Work Contacts? (R. 12418)		
7. Does the worker/care provider involve the parent(s) in decision making regarding the child's needs and activities? (R. 12418)		
8. Behavior management plan for each child, based on Needs and Strengths Assessment (R. 12418)		
9. Did the worker involve the foster parent(s)/relative caregiver(s) in development of the plan?		
10. Did the worker involve the youth in development of the service plan, if appropriate? If yes, is there documentation to support the involvement, such as youth's signature and documentation in social work contacts?		

IV. Updated Service Plan (R. 12418)		
Date most recent USP signed by worker:		Date Completed:
Date most recent USP signed by supervisor:		Completed Timely? Y/N
	Score	Comments
A. Reunification Assessment (USP)		Completed for Each Household Y/N
1. Individual barriers listed and evaluated		
2. Overall barrier reduction evaluated		
3. Parenting time evaluated		
4. Narrative supports evaluation		
5. Safety assessment applied correctly		
6. Decision Guideline Recommendation?		
7. Worker recommendation to court matches decision guidelines policy or override is stated?		
8. All professional reports (psychiatric, psychological, treatment summaries, substance abuse screens) were summarized in the service plan and filed in the case record.		
B. Family Strengths and Needs Reassessment		

1. Completed for each parental household		
2. Are the top three needs (barriers) and strengths for the parental caretakers identified?		
3. Score accurately reflects the definition in policy		
C. Child Strengths and Needs Reassessment		
1. Completed for each child		
2. Are the top three needs and strengths for the child identified?		
3. Each child, age 14 and older assessed for independent living needs?		
4. Score accurately reflects the definition in policy		
D. Treatment Plan / Service Agreement		
1. Are the top three barriers identified in the FANS addressed for each parental household in the treatment plan?		
2. Are the top three priority needs for each child addressed in the treatment plan?		
3. Identified strengths incorporated into treatment plan		
4. Are the expected outcomes, time frames and the person(s) responsible identified, along with who is responsible for each service activities (R. 12418)		
5. Did the worker involve the mother in development of the service plan, if appropriate? If yes, is there documentation to support the involvement such as the mother's signature and documentation in the Social Work Contacts? (R. 12418)		
6. Did the worker involve the father in development of the service plan, if appropriate? If yes, is there documentation to support the involvement such as the father's signature and documentation in the Social Work Contacts? (R. 12418)		
7. Does the worker/care provider involve the parent(s) in decision making regarding the child's needs and activities? (R. 12418)		
8. Behavior management plan for each child, based on Needs and Strengths Assessment (R. 12418)		
9. Did the worker involve the foster parent(s)/relative caregiver(s) in developing the plan?		

Answer the remaining questions for both the ISP and USP

V. Reasonable Efforts	Score	Comments
1. Documentation of reasonable efforts to prevent removal		

2. Documentation of reasonable efforts to finalize a permanency plan		
3. Has the worker made efforts to locate/identify an absent/putative parent, including a referral to the Office of Child Support to perform a Federal Parent Locator Services (FPLS) search?		

VI. Legal – Children in care for at least 15 months		
1. Has a Termination Petition been filed or compelling reasons identified and report submitted to the court		
2. If compelling reason was identified, is it appropriate for the child?		
3. Was caregiver provided notice of hearing (DHS-715) as required?		

VII. Permanency Planning Goal (R. 12418)		
1. Has the worker identified achievable timeframes that are consistent with the child's developmental needs?		
2. Foster parent/relative caregiver input in the service plan?		
3. Foster parent/relative caregivers informed that the service plan is confidential? (R. 12418)		
A and B are to be assessed in records where termination of parental rights has occurred.		
A. Goal is adoption		
1. Has a family been identified or have the current caregiver(s) indicated a willingness to adopt?		
2. Was a referral made to adoption staff within 14 days of termination of parental rights?		
B. Goal is not adoption		
1. Does the service plan detail the compelling reasons why a goal other than adoption, guardianship or placement with a relative is not in the child's best interest?		

VIII. Parenting Time Plan (R. 12418)		
1. Is the parenting time plan consistent with the permanency planning goal?		
2. Evidence that parenting time occurred at least weekly or if parenting time is less than weekly, are the reasons why documented?		
3. Does the parent-agency agreement detail the needs of the children that must be met during parenting time by the parent?		
4. Does it detail the changes the parent must make in parenting to facilitate reunification?		
5. Documentation that parenting time occurs in a child and family friendly setting conducive to normal interaction between the child and parent? If not, reasons why documented?		

6. Is the parent involved in other activities with the child such as doctor's appointments, school conferences, etc? If not, reasons why documented?		
7. If parenting time is occurring in the parent's home, were LEIN checks conducted on all adult household members?		

IX. Social Work Contacts		
1. Contact with child in placement		
a. During first month after initial placement, two face-to-face contacts, at least one in the placement and two phone contacts.		
b. During subsequent months, one monthly face-to-face contact, with at least every other month's contact being in the placement setting.		
2. Contact with parent/guardian while child in placement		
a. During the first month of placement, two face-to-face contacts with each parent, at least one must occur in-home; plus two phone contacts [if parent(s) has a phone].		
b. During subsequent months, monthly face-to-face contact with each parent and phone contact as needed. At least once every three months, the contact must occur in the parent(s) place of residence.		
c. When the goal is reunification at least quarterly home visits to determine the safety of the home.		
3. Documentation of monthly contact with all professionals involved in the child's care to solicit the professional's observations and opinions regarding the child and child's caregiver.		
4. Contact with foster parent/relative caregiver:		
a. Monthly face-to-face contact to occur in the caregiver's home (for both primary and secondary caregivers).		
b. Quarterly unannounced home visits.		
5. Contact with parent(s) and child following reunification:		
a. During the first month, weekly in-person contact with parent(s) and child in the home (extend to 90 days if necessary).		
b. During subsequent months, in-person visits must be at least twice a month in the home.		

6. Monthly contact with Family Reunification Program (FRP) or Families First of Michigan (FF) providers, via telephone or face-to-face, while involved (note: FRP and FF provider contacts with the child and family may be substituted for the foster care worker's required contacts).		
7. Substitution of required foster care worker's contacts with parent(s) and child, by a contracted in-home services provider. Authorization for substitution of contacts for a given contract are granted by the county director, with language added to the contract.		
8. If visits of FRP, FFM or in-home services provider were substituted for the foster care worker's contacts, at least one face-to-face contact with the parent(s) and child was made prior to case closure.		

X. Placement		
1. Did the worker place the child where identified needs will be met? (R. 12418)		
2. Has the worker documented that the caregiver is capable and willing to meet the needs of the child?		
3. Has the worker documented why this placement is in the child's best interest?		
4. Did the worker provide placement preparation prior to the placement? (R. 12404)		
5. Did the worker explain why the placement was necessary? (R. 12404)		
6. Did the worker place the child in the most family-like and least restrictive setting available? (R. 12404)		
7. Did the worker place the child in close proximity to the child's family?		
8. If the child is not placed in close proximity does the documentation support why not?		
9. Does the location of the placement negatively impact achievement of the permanency planning goal? (R. 12404)		
10. Does the service plan justify the need for the determination of care supplement?		
11. Were race, national origin and/or ethnicity of the child and caregiver considered when making this placement decision?		
12. If yes, were these factors considered for this individual child to be in his/her best interest?		

13. If a child is placed at home, were LEIN checks conducted on all adult household members including non-parent adults? (DHS-269)		
14. Quarterly manual checks for ongoing criminal and central registry has been completed on all adult household members other than the "named caregivers" in SWSS (DHS-269, CFF 722-3).		
15. Is there evidence that the worker completed the <i>Foster Care Placement Decision Notice</i> (DHS-31) within 90 days of placement?		

XI. Identification of Relative Placement Resources		
1. Has the worker explored relative care options with the parents/child, including an attempt to locate paternal relatives?		
2. Did the worker complete home studies on interested relatives that address all of the outline criteria and include Central Registry Checks and criminal history checks? (DHS-197, DHS-269) Effective for relative placements on or after 10/1/08: did the relative agree to licensure and was a referral made to a certification worker to complete the certification process?		

XII. Sibling Placement		Siblings placed together? Y/N or N/A
1. If siblings are not placed in the same home, does the service plan document the reasons why?		
2. Does the service plan document the services that were provided to keep the siblings together?		
3. Has the second-line supervisor signed the plan?		
4. Is there a plan for sibling visitation?		
5. Is the sibling visitation taking place as detailed in the plan?		

XIII. Replacements of Child		Has the child had any replacements? Y/N
1. Did the worker make efforts to prevent the moves? (R. 12404)		
2. Does this new placement meet the child's identified needs and is the caregiver capable and willing to meet the needs of the child?		
3. Child prepared for the replacement prior to the placement, this includes an explanation as to why the replacement was necessary? (R. 12404)		
4. Services being provided to the current care provider to prevent another replacement for the child? (R. 12404)		

5. Was the previous foster parent/relative caregiver notified of the move and right to appeal the move to the FCRB, (DHS-30)? (R. 12404)		
6. Were the parent(s) notified of the move and the changes it might have on the service plan? (for example, parenting time)		
7. Was consideration given to returning the child to the parent or placing the child with siblings or a relative first?		

XIV. Residential Care		Was the child in residential care during the report period? Y/N
1. Is there documentation of the wraparound/assisted care efforts that were made to prevent the placement? This is a requirement for pre-ten placement and optional for children age ten and older.		
2. Has the worker identified services that will allow the youth to be placed in a less restrictive setting?		
3. If the child is under age 10, is there an approved pre-ten waiver?		

XV. Independent Living Preparation – All Youth age 14 and older			
1. Services provided consistent with the child's independent living plan.			
2. Documentation that the youth was involved in the development of the plan? If yes, is there documentation every 90 days to support the youth's involvement, such as the youth's signature and documentation in the Social Work Contacts?			
3. Documentation that services are provided to enable the youth to live independently after being discharged from foster care?			
Youth Living in Independent Living Arrangement? Y/N			
a. Worker's review of residence. (R.12504)		f. Current budget (R. 12509) per policy, updated and signed monthly	
b. Documentation of the basis for concluding youth exhibits self-care potential (R. 12504)		g. Current independent living agreement (R. 12509) (DHS-68)	
c. Documentation of the compelling reasons why the placement is in the child's best interest.		h. Youth is in school or working (R.12506)	
d. Monthly contact with youth in residence (R.12505)		i. Youth given a copy of Birth Certificate, Social Security Card, (R. 12508) Medical Passport, Educational Records, and Youth Aftercare Services pamphlet at case closing	
e. Youth provided with a 24-hour, 7 days-a-week emergency telephone number (R. 12505)			

XVI. Foster Care Action Summary completed for:	Score	Comments
1. Replacement documentation (R. 12404)		

2. Termination from foster care placement		
2a. Medical information given to next caregiver?		
3. Closing summary for foster care (R.12404)		
3a. Medical information given to parent or child if appropriate?		
4. Parent moves		
5. Worker or agency change		

XVII. Case Status Notice (DSS-5S) - Are These Fields Correct in SWSS-FAJ? Y/N			
	Yes/No		Yes/No
Eligibility		Placement Date	
Target group/Legal status		Acceptance Date	
Goal		Funding Source	
Living Arrangement		Handicap	
Provider ID		Foster Care Event	

XVIII. Licensing Rules – Policy Compliance			
	Scoring		Scoring
Medical Passport (DHS-221) completed, updated every six months and filed in case record?		Current care provider provided with all information required by policy, including Medical Passport and educational needs (R. 12417)	
Immunization record (R. 12413)		Current school records and school notification letter (R. 12409)	
Physical Examination (R. 12413) Initial – within 30 days after placement		Current Report Card (if applicable for age)	
Physical exam every 14 months after initial exam		Social Security number verified or application	
Dental Exam within 90 days of entering care (unless child has had an exam within 12 months prior to placement or is less than 4 years of age) (R. 12413)		Current photo of child and physical description of child in SWSS FAJ (R. 12509)	
Yearly Dental Exam unless greater frequency is indicated?		Birth Certificate or application	
Medical and Dental information in case record (DHS-1662 and DHS-1664) (R. 12404)			

Rating – Case With a Completed Review

If the case review finds that the work was done, policy and licensing requirements complied with, the required documentation was completed and in the FC case file, check “A” – Acceptable. No other action is necessary.

If the case review finds that it was difficult to determine if the work required was done, and/or significant required compliance with policy and/or child safety activities (e.g., monthly face-to-face contacts with the child) were not met, or other important documentation is missing, check “U” – Unacceptable. Provide a summary explanation on why this conclusion was reached.

In addition, complete the section following below indicating what corrective action(s) the worker must take to bring the case into compliance to assure child safety. Prioritize the required action(s) focusing on any child safety action(s) first. Include other corrective action(s) required to comply with policy and/or law. Sign and date the corrective action section, provide a copy of the FC Case Review document to the supervisor and the program manager as soon as possible.

☐ Acceptable / ☐ Unacceptable – provide summary for conclusion:

REVIEWER RECOMMENDATIONS FROM CASE REVIEW

Identify below the action(s) and activities that must be taken on the FC case.

☐ Action/Activity (be specific)

If possible, project a date for the indicated action/activity:

☐ Action/Activity (be specific)

If possible, project a date for the indicated action/activity:

☐ Action/Activity (be specific)

If possible, project a date for the indicated action/activity:

(If more activities are required, enter them below or on a separate document)

☐ Other Recommendations or Observations

Reviewer Signature & Date:

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area

AUTHORITY: P.A. 280 of 1939.
RESPONSE: Voluntary.
PENALTY: None

Instructions

Instructions: This form helps assess correct application of structured decision making (SDM) in foster care. If all items are 1 (yes) or 4 (NA) the case meets acceptable standards for completion. **Items marked 2 or 3 require corrective action.** Also, for any item marked 3 (completed, but not per policy), the case reviewer is to identify the item number and provide a detailed explanation in the comments section at the end of the form.

- I. **Transfer to Foster Care** – The CPS-SWSS generated 5-Day packet along with the other listed documents must be electronically sent by CPS to foster care staff within 5 days of a child's placement. See CFF 722-1, *Children's Protective Service – Foster Care Initial 5 Day Placement Packet and Transfer Summary* and CFF 722-3, *Publication 457, Relative Caregiver Resources & Responsibilities* for information on the policy requirements.
- II. **American Indian Children** – If the answer to the question "Is the child American Indian?" is Yes or Pending answer questions 1-6. See NAA-200, NAA-205, NAA-210 and NAA-215 for information on the policy requirements.
- III. **FOSTER CARE - Initial Service Plan (ISP)**
Identify the dates the ISP was signed by the worker and supervisor, the date the ISP was completed and if it was timely.

A. Family Assessment of Needs & Strengths (FANS)

1. Completed – Answer 1 (yes) if assessment is in the file, the worker scored all items for all parental households that have a legal right to reunification, completion is timely and no other known case information contradicts scoring of the items. See CFF 722-8A.
2. Strengths/Barriers Identified - Answer 1 (yes) if the worker has identified the 3 highest scoring strength and barrier items on the form. See CFF 722-8A and CFF 722-8.

Note: Contingent on scoring, the number of items may be less than 3. For example, S1 and S2 are scored 3 and all other items are scored 0; only S1 and S2 can be recorded as Priority Needs.
3. Score – Answer 1 (yes) if the narrative in the ISP provides documentation (worker observations/information gathered) to support all scoring on the FANS. See CFF 722-8A and CFF 722-8.

B. Child Assessment of Needs & Strengths

1. Completed – Answer 1 (yes) if assessment is in the file, the worker scored all items, completion is on or before the ISP report date and no other known case information contradicts scoring of the items. See CFF 722-8B.
2. Priority Strengths/Needs Identified – Answer 1 (yes) if the worker has identified the 3 highest scoring strength/need items on the form. See CFF 722-8B.

Note: Contingent on scoring, the number of items may be less than 3. For example, C1 and C2 are scored 3 and all other items are scored 0, only C1 and C2 can be recorded as Priority Needs.
3. Independent Living – See section XV.
4. Score – Answer 1 (yes) if the narrative in the ISP provides documentation (worker observations/information gathered) to support all scoring on the CANS. See CFF 722-8.

C. Treatment Plan & Service Agreement

1. FANS Barriers Addressed – For the worker, answer 1 (yes) if s/he has identified the top 3 barriers on the FANS and/or in narrative and the barriers are addressed with a service in the treatment plan and service agreement. For policy, answer 1 (yes) if each primary barrier identified from the FANS (three highest scoring needs) is addressed with a service in the treatment plan and service agreement. See CFF 722-8A and CFF 722-8C.

Note: Contingent on scoring, there may be fewer than 3 primary barriers, e.g., only 2 needs are scored. There may also be more than 3 primary barriers, if supported by narrative evidence and scoring.
2. CANS Needs Addressed – For the worker, answer 1 (yes) if s/he identified the top 3 needs on the CANS and/or in narrative and the needs are addressed with a service in the treatment plan and service agreement. For policy, answer 1 (yes) if each primary need identified from the CANS (three highest

scoring needs) is addressed with a service in the treatment plan and service agreement. See CFF 722-8B and CFF 722-8C.

Note: Contingent on scoring, there may be fewer than 3 primary barriers, e.g., only 2 needs are scored. There may also be more than 3 primary barriers, if supported by narrative evidence and scoring.

3. Identified strengths incorporated into service plan – Answer (1) yes if the worker incorporated the identified strengths on the FANS into the treatment plan/service agreement and/or s/he also identified and incorporated any other identified strengths into the treatment plan/service agreement. See CFF 722-8A.
4. Expected outcomes and time frame for service activities – Answer (1) yes if each goal and objective has clear outcomes and reasonable time frames for the achievement of the outcomes and the plan identifies the person(s) responsible for completing the outcome. See CFF 722 and R. 12418.
5. Did the worker involve the mother in development of the service plan? Answer (1) yes, if the worker involved the mother in development of the plan and there is documentation of the involvement or an indication of the reasons why the mother was not involved. See CFF 722-6 and R. 12418.
6. Did the worker involve the father in development of the service plan? Answer (1) yes, if the worker involved the father in development of the plan and there is documentation of the involvement or an indication of the reasons why the father was not involved. See CFF 722-6 and R. 12418.
7. Does the worker/care provider involve the parent(s) in decision making regarding the child's needs and activities? Answer (1) yes, if worker/care provider involved the parent(s) in decisions regarding the child or indicated the reasons why not. See CFF 722-6 and R. 12418.
8. Behavior management plan for each child, based on needs and strengths assessment. Answer (1) yes, if the worker has detailed the behavior management plan in the child's goals and objectives section of the treatment plan/service agreement. See CFF 722-2 and R. 12418.
9. Did the worker involve the foster parent(s)/relative caregiver(s)' needs and strengths in the development of the service plan? Answer (1) yes, if the worker involved the caretaker(s) in development of the plan and documented the involvement or indicated the reasons why the caretakers were not involved. See CFF 722-6.
10. Did the worker involve the youth in identification of the child's needs and strengths assessment? Answer (1) yes, if the worker involved the youth in identification of their own needs and strengths and there is documentation to support the involvement, such as youth's signature and documentation in social work contacts. See CFF 722-8B p.1.

IV. Updated Service Plan (USP)

Identify the dates the most recent USP was signed by the worker and supervisor, the date the USP was completed and if it was timely.

A. Reunification Assessment

1. Individual Barriers listed and evaluated - Answer 1 (yes) if the worker listed each priority barrier from the ISP or most recent USP (or any other barrier that is identified during the service period). The worker must evaluate the progress to address each barrier as either Substantial, Partial, Poor or Refused AND no other known case information contradicts the evaluation. Answer 3 if the worker evaluated more than one parental household in the same section or if s/he did not list and evaluate all individual barriers. See CFF 722-9A and CFF 722-9.
2. Overall Barrier Reduction evaluated – Answer 1 (yes) if the worker properly evaluated all individual barriers in #1 and the combined barriers. The worker must evaluate the progress on the overall barrier reduction as either Substantial, Partial, Poor, or Refused AND no other known case information contradicts the evaluation. See CFF 722-9A and CFF 722-9.
3. Parenting Time Evaluated - Answer 1 (yes) if the worker evaluated the parenting time progress as either Substantial, Partial, Poor or Refused AND no other known case information contradicts the evaluation. See CFF 722-9A and CFF 722-9.
4. Narrative Supports Evaluation - Answer 1 (yes) if the narrative in the USP (section IV.C.6) provides narrative evidence (worker observation/information gathered) to support evaluation of individual barrier reduction, overall barrier reduction and parenting time AND no other known case information contradicts the evaluation. See CFF 722-9.
5. Safety Assessment Appropriately Completed – Answer 1 (yes) if SA is required (both overall barrier reduction and Parenting Time are at least partial), the worker scored all factors, indicated all protecting

interventions, provided narrative evidence to support the scoring and correctly determined the safety decision based on the scoring. Answer 4 (NA) if safety assessment is not required, and answer 3 (with explanation) if the worker did not complete the form per policy or s/he completed it, and it was not required. See CFF 722-9A, CFF 722-9 and CFF 722B.

6. Decision Guideline Recommendation – The SDM Permanency Planning Decision Tree is to be used upon completion of the Family Reunification Assessment (DHS-147) for a recommendation as to whether the child remains in placement or is returned home with services. Did the worker correctly apply the Permanency Planning Decision Tree? See CFF 722-9 p. 4-5 and CFF 722-9, p. 16-17.
7. Worker Recommendation to court matches decision guideline policy or override is stated – The USP includes a “Recommendation to the Court” section. Did the worker’s recommendations to the court match the outcome of the Permanency Planning Decision Tree or were the recommendations accompanied by an override request with supervisor support? See CFF 722-9, p. 17-18 and CFF 722-9A, p. 3, “Overrides.”
8. Professional Reports – See CFF 722-6, p. 3.

B. Family Strengths and Needs Reassessment

1. Completed – Answer 1 (yes) if assessment is in the file, the worker scored all items for all parental households that have a legal right to reunification, completion is timely and no other known case information contradicts scoring of the items. See CFF 722-8A.
2. Strengths/Barriers Identified – Answer 1 (yes) if worker has identified the 3 highest scoring strength and barrier items on the form. See CFF 722-8A and CFF 722-8.
Note: Contingent on scoring, the number of items may be less than 3. For example, S1 and S2 are scored 3 and all other items are scored 0; only S1 and S2 can be recorded as Priority Needs.
3. Score – Answer 1 (yes) if the narrative in the USP provides documentation (worker observations/information gathered) to support all scoring on the FANS. See CFF 722-8A and CFF 722-8.

C. Children’s Strengths and Needs Reassessment

1. Completed – Answer 1 (yes) if assessment is in the file, the worker has scored all items, completion is on or before the USP report date and no other known case information contradicts scoring of the items. See CFF 722-8B.
2. Priority Strengths/Needs Identified – Answer 1 (yes) if worker has identified the 3 highest scoring strength/need items on the form. See CFF 722-8B.
Note: Contingent on scoring, the number of items may be less than 3. For example, C1 and C2 are scored 3 and all other items are scored 0, only C1 and C2 can be recorded as Priority Needs.
3. Independent Living – See section XV.
4. Score – Answer 1 (yes) if the narrative in the USP provides documentation (worker observations/information gathered) to support all scoring on the CANS. See CFF 722-8.

D. Treatment Plan/Service Agreement

1. FANS Barriers Addressed – For the worker, answer 1 (yes) if the top 3 primary barriers identified by the worker on the FANS and/or in narrative are addressed for each parental household with a service in treatment plan and service agreement. For policy, answer 1 (yes) if each primary barrier identified from the FANS (three highest scoring needs) is addressed with a service in the treatment plan and service agreement.

Note: Contingent on scoring, there may be fewer than 3 primary barriers if supported by narrative evidence and scoring. See CFF 722-8A, p. 1 and CFF 722-8C, p. 3.

2. CANS Needs Addressed – For the worker, answer 1 (yes) if the top 3 primary needs identified by the worker on the CANS and/or in narrative are addressed with a service in the treatment plan and service agreement. For policy, answer 1 (yes) if each primary need identified from the CANS (three highest scoring needs) is addressed with a service in the treatment plan and service agreement.

Note: Contingent on scoring, there may be fewer than 3 primary barriers, e.g., only two needs are scored. There may also be more than 3 primary barriers if supported by narrative evidence and scoring. See CFF 722-8A, p. 1 and CFF 722-8C, p. 4.

3. Identified strengths incorporated into service plan – Answer (1) yes if strengths identified on the FANS are incorporated into the treatment plan/service agreement and/or any other identified strengths are incorporated into the treatment plan/service agreement. See CFF 722-8A.
4. Expected outcomes and time frame for service activities – Answer (1) yes if each goal and objective has clear outcomes and reasonable time frames for the achievement of the outcomes and the plan identifies the person(s) responsible for completing the outcome. See CFF 722-8C and R. 12418.
5. Did the worker involve the mother in development of the service plan? Answer (1) yes, if the worker involved the mother in development of the plan and there is documentation of involvement or an indication of the reasons why the mother was not involved. See CFF 722-6 and R. 12418.
6. Did the worker involve the father in development of the service plan? Answer (1) yes, if the worker involved the father in development of the plan and there is documentation of involvement or indicated the reasons why the father was not involved. See CFF 722-6 and R. 12418.
7. Does the worker/care provider involve the parent(s) in decision making regarding the child's needs and activities? Answer (1) yes, if worker/care provider involved the parent(s) in decisions regarding the child or indicated the reasons why not. See CFF 722-6 and R. 12418.
8. Behavior management plan for each child, based on needs and strengths assessment. Answer (1) yes, if the worker has provided the behavior management plan in the child's goals and objectives section of the treatment plan/service agreement. See CFF 722-2 and R. 12418.
9. Did the worker involve the foster parent(s)/relative caregiver(s)' needs and strengths in the development of the service plan? Answer (1) yes, if the worker involved the caretaker(s) in development of the plan and documented the involvement or indicated the reasons why the caretakers were not involved. See CFF 722-6.

V. Reasonable Efforts – The worker must document reasonable effort to ‘prevent removal’ and “to finalize a permanency plan” within the ISP/USP and submit the plan to the court. Efforts made by the worker to identify and locate a parent(s)/legal guardian or putative father must be documented for the court. See CFF 722-6, *Reasonable Efforts and Efforts to Identify and Locate Absent/Putative Parent(s)* for information on policy requirements or reference the *Michigan Absent Parent Protocol: Identifying, Locating, and Notifying Absent Parents in Child Protective Proceedings* at: <http://courts.michigan.gov/scao/resources/standards/APP.pdf>

VI. Legal – If a child has been in care for 15 months, either a petition requesting termination of parental rights or compelling reasons that document why termination is not in the child's best interest must be submitted to the court. This mandate may be met at the permanency planning hearing before the 15 months. See CFF 722-7, *Compelling Reasons and Termination of Parental Rights* for more information.

VII. Permanency Planning Goal – See CFF 722-7, *Permanency Planning*

1. The worker must document a permanency-planning goal for each child documented within each service plan. This goal is the intended outcome of the worker's efforts to move the child from temporary placement to a permanent placement. See CFF 722-7, *Ongoing Permanency Planning and Service Provision*.
2. Foster parents/relative caregivers are to be actively involved in the service planning. See CFF 722-6, *Developing the Service Plan – Foster Parent/Relative Caregiver Input* for more information.
3. See CFF 722-6.

Section A and B are to be assessed only in records where termination of parental rights has occurred.

A. Permanency Planning Goal is Adoption

1. See CFF 722-7, *Foster Care/Adoption* and CFA 732, *Adoptive Family Selection*.
2. See CFF 722-7.

B. Permanency Planning Goal is not Adoption

1. If the permanency planning goal is not reunification, placement with a fit and willing relative, guardianship or adoption, the worker must document compelling reasons within the ISP/USP/PWSP and court report that detail why these goals are not in the child's best interest. See CFF 722-7, *Compelling Reasons*, CFF 722-7, *Permanency Planning* and CFF 722-9, *Updated Service Plan*.

VIII. Parenting Time – Supervising agencies must use parenting time to maintain and strengthen the relationship between parent and child. By facilitating weekly parenting time, agency staff can positively influence the length of time children stay in the foster care system and the time required to achieve permanence. See CFF 722-6, *Parenting Time* and CFF 722-8C, *Parent-Agency Treatment Plan and Service Agreement*.

The worker must conduct LEIN checks on all adult household members and non-parent adults when a child(ren) will be having parenting time within a parent's home. See CFF 722-6 for restrictions on Parenting Time when a parent or other household member has been convicted of certain crimes. See CFF 722-6A for more information on LEIN.

IX. Social Work Contacts – Contact Requirements - See CFF 722-6, *Visitations* for all contact requirements.

X. Placement – See CFF 722-3, *Placement*.

1. The worker must include documentation of how the child's placement meets his/her identified needs within each service plan. See CFF 722-8B, *Child (Re)Assessment of Needs and Strengths*.
2. The worker must document how the child's placement provider will meet the child's identified needs within each service plan. See CFF 722-8B, *Child (Re)Assessment of Needs and Strengths*, CFF 722-8, *Initial Service Plan* and CFF 722-9, *Updated Service Plan*.
3. The documentation must describe why the child's placement is in his/her best interest and be included within each service plan. See CFF 722-8, *Initial Service Plan* and CFF 722-9, *Updated Service Plan*.
4. Placement preparation must be consistent with the child's age, individual needs, the circumstances necessitating placement and the special problems presented. See CFF 722-2, *Placement Preparation*.
5. Placement preparation includes a discussion with the child on why the placement in foster care was necessary, if age appropriate. See CFF 722-2, *Placement Preparation*.
6. The child's placement must be the least-restrictive, most family-like setting possible that can still meet the needs of the child. See CFF 722-3, *Placement Selection Criteria – Least Restrictive Setting*.
7. The placement should be in proximity to the child's family to facilitate parenting time with the child's family. See CFF 722-3, *Placement Selection Criteria – Proximity*.
8. If the placement is not in close proximity to the child's family, the worker must document the reasons why this is not possible within each ISP/USP. See CFF 722-3, *Placement Selection Criteria – Proximity*.
9. When selecting a placement for the child, the worker must consider the child's permanency planning goal. Any placement should be chosen with a view toward preparing the child for the long-range plan. See CFF 722-3, *Placement Selection Criteria – Goal of Permanence*.
10. The worker must document in the ISP/USP the extraordinary care or expenses that the foster parent is providing to justify the DOC supplement. See CFF 903-3, *Determination of Care Supplements for Foster Care*.
11. See 722-3, *Placement and Replacement Selection Criteria to Determine Safety and Best Interest*, the third NOTE on page 1 regarding the use of race, national origin and ethnicity in placement decisions.
12. If the answer to this question is Yes, and the consideration of these factors was **not** based upon the child's identified needs and best interest, the supervisor must report this case to his/her manager for case review. See *Service General Requirements* manual, SRM 142, *MEPA Complaint Procedures* for more information. See 722-3, *Placement and Replacement Selection Criteria to Determine Safety and Best Interest*.

If the answer to this question is No, the supervisor must report this case to his/her manager for case review. See *Service General Requirements Manual*, SRM 142, *MEPA Complaint Procedures* for more information. See CFF 722-3, *Placement*, for information on policy requirements.
13. The worker must conduct LEIN checks on all adult household members and non-parent adults for all cases:
 - When a return home is being considered.
 - When a child(ren) is placed at home and new individuals move into the home or there is a new non-parent adult involved with the family.
See CFF 722-7, *Return Home*, for restrictions on returning a child home when a parent or other household members have been convicted of certain crimes. See CFF 722-6A for more information on LEIN.
14. See CFF 722-3, p. 17 *Ongoing Criminal History and Central Registry Checks*.

15. Within 90 days after the initial placement, the worker must make a decision regarding the appropriateness of the placement using the *Foster Care Placement Decision Notice* (DHS-31). See CFF 722-3, *Ninety Days After Initial Placement*.

XI. Identification of Relative Placement Resources – See CFF 722-3, *Placement with Relatives*.

1. The worker must discuss the options for relative placement with the parent(s) and child, if appropriate. This attempt must include a search for maternal and paternal relatives of the child.
2. If the child is placed with a relative, the worker must complete a home study on the relative's home, along with a criminal history check and central registry check on all adult household members, within 30 days of placement. The worker must submit the home study to the court. If the child is not currently placed with a relative, all home studies must be completed before 90 days of the placement in foster care.

XII. Sibling Placement – Effort to place sibling groups in the same placement must be given priority except in cases where such placement would not be considered in the child's best interest. Second-line supervisory approval is necessary for each ISP/USP/PWSP where siblings are not placed together. See CFF 722-2, and CFF 722-3 *Placement with Siblings*.

XIII. Replacement of Child – See CFF 722-3, *Replacements and Case Record Documentation of Replacement*.

1. If a child has been moved more than once, the ISP/USP/PWSP must document the efforts that were made to prevent the replacement. This does not include an initial move from a shelter home to a foster home.
2. The worker must include documentation of how the child's placement meets his/her identified needs and the placement provider's ability to meet the child's identified needs within each service plan. See CFF 722-8B, *Child (Re)Assessment of Needs and Strengths*. See CFF 722-8B, *Child (Re)Assessment of Needs and Strengths*, CFF 722-8, *Initial Service Plan* and CFF 722-9, *Updated Service Plan*.
3. Placement preparation must be consistent with the child's age, individual needs, the circumstances necessitating placement and the special problems presented. See CFF 722-2, *Placement Preparation*.
4. Documentation of the services that are being provided to prevent another replacement must be present.
5. If applicable, were the foster parents/relative caregivers notified of the move and the right to appeal the move to the FCRB using the DHS-31. See CFF 722-3, *Replacements*.
6. The worker must notify the parents, if appropriate, each time a child is moved. See CFF 722-3, *Case Record Documentation of Replacement*.
7. See CFF 722-3, p. 34 *Replacement Documentation*.

XIV. Residential Care – See CFF 722-8, *Initial Service Plan*, CFF 722-9, *Updated Service Plan* and CFF 722-3, *Institutional Placements of Youth Under Age of 10 Years*.

1. If the child is under the age of 10 the ISP/USP must document the wraparound or assisted care efforts made to prevent the placement. If the child is 10 years of age or older the service plan should document this.
2. For all youth placed in a residential placement setting (regardless of age), the ISP/USP must identify the services that are being provided by the residential care provider and the supervising agency to allow the child to be placed in a less restrictive setting.
3. See CFF 722-3, p. 27 *Pre-Ten Waiver Request*.

- XV. Independent Living Preparation** – The worker must provide each youth, age 14 and older, with services that will help the youth to prepare for a transition to a state of functional independence or the ability to take care of oneself physically, socially, economically and psychologically. The youth must be involved in the development of the plan and be responsible for its implementation with the assistance of identified individuals. Within the service plan, the worker must document that the youth was involved in the development of the plan; examples of documentation include the youth signed the plan or there is documentation in the Social Work Contacts that the worker discussed the plan with the youth every 90 days. See CFF 722-6, *Independent Living Preparation*, CFF 722-7, *Independent Living* for youth living in an actual independent living arrangement and CFF-722-15 *Assessment Factors for Case Closing Decisions for Older Foster Care Youths*.
- XVI. Foster Care Action Summary** – See CFF 722-9C, *Foster Care Action Summary*.
1. See CFF 722-3, *Case Record Documentation of Replacement*.
 2. See CFF 722-7, *Termination from Foster Care Placement Documentation*.
 3. See CFF 722-15, *Case Closing*.
 4. See CFF 722-9C, *Foster Care Action Summary*.
 5. See CFF 722-9C, *Foster Care Action Summary*.
- XVII. Case Status Notice** – See RFC, *Reference Code Manual* for information on the individual codes and their meanings.
- XVIII. Licensing Rules – Policy Compliance** – To access the rules go to the DCIS web site at:
http://www.michigan.gov/documents/dhs/BCAL-PUB-11_216515_7.pdf
- Medical Passport – Each child in care must have a Medical Passport and the worker must provide the Passport to each care provider. See CFF 722-4, *Information to Placement Resources* and CFF 722-6, *Medical Passports Policy*.
 - Immunization Record – A record of the child's immunizations must be contained within the Medical Passport. See CFF 722-6, *Medical Passports Policy*.
 - Physical and Dental – Each child must have a physical examination within 30 days of placement in foster care. This requirement is more restrictive than the licensing rules due to Public Act 172 of 1997. The child must also receive a yearly physical exam. Each child over the age of 4 must have a dental exam within 90 days of placement in foster care and every 12 months thereafter. To document the required medical and dental exams, the worker may use the Youth Health Record (DHS-1662) and the Youth Health Record, Yearly Dental (DHS-1664) forms, or a similar form. See CFF 722-2, *Medical/Dental Care*.
 - Information to Caregiver – In order to provide adequate care for the children within their home, the worker must provide the foster parents/relative caregivers with the information listed in CFF 722-4, *Information to be Provided to Foster Parents/Relative Caregivers Prior to Placement*.
 - School and Education – No later than 10 school days after placement in foster care, the supervising agency or the foster parent/relative caregiver with agency approval, must enroll each child of school age into a school program. The worker must send the school the School Notification Letter. See CFF 722-2, *Education*.
 - The worker must maintain a current photo of the child in SWSS FAJ. See CFF 722-5, *Case Record*.